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## Master Guide Training Program Application Form



Youth Ministries Department  
West Indies Union Conference  
125 Manchester Road  
Mandeville  
Manchester



Name of Applicant: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ Age: \_\_\_\_\_  
DD/MM/YY

Email Address: \_\_\_\_\_ Sex: Male ( ) Female ( )

Telephone: W- \_\_\_\_\_ H- \_\_\_\_\_ C- \_\_\_\_\_

Name of Church: \_\_\_\_\_ Date of Baptism: \_\_\_\_\_

Address: \_\_\_\_\_

Were you a pathfinder? Yes ( ) No ( )  
(If yes select invested class ranks): ( ) Friend ( ) Companion ( ) Explorer ( ) Ranger ( ) Voyager ( ) Guide

Have you completed the 10 hour staff training course? Yes ( ) No ( )

What is your preference for service: ( ) Adventurers (6 – 9 years) ( ) Pathfinders (10 – 15 years)

Statement of purpose and commitment: \_\_\_\_\_  
(Why do you want to be a Master Guide?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Pastor's Authorization

I certify that \_\_\_\_\_ is a member of the \_\_\_\_\_  
Name of Applicant Name of church  
SDA Church in regular standing and is therefore eligible to be trained as a Master Guide.

\_\_\_\_\_  
Signature of Pastor/Elder

### Applicant's Pledge

I \_\_\_\_\_ have read thoroughly the Master Guide Training Program Guidelines and  
Name of Applicant  
accept the conditions therein. I hereby pledge to abide by the principles of the Seventh-day Adventist church and to use  
my talents, skills and abilities in service to the youth who I am being trained to lead.

\_\_\_\_\_  
Signature of Applicant

## **WEST INDIES UNION**

### **YOUTH MINISTRIES DEPARTMENT**

#### **SAMPLE CONSTITUTION OF THE WEST INDIES UNION**

##### **MASTER GUIDE ASSOCIATION**

Recognizing the need to adequately stimulate growth and development among our youth, and the need to provide an on going training at all levels of Master Guide leadership, and to further provide organized representation of the senior youth arm of the S.D.A. Church, we do hereby unite ourselves into a Master Guide Association and accept the following constitution.

##### **ARTICLE 1a - Name**

The name of this organization shall be the West Indies Union Master Guide Association

##### **ARTICLE 1b - Objectives**

The objectives of the Association shall be:

- To prepare and instruct Master Guides in training and to upgrade the quality of invested Master Guides. I will have absolutely no Jurisdiction over Pathfinders and Adventurers.
- To ensure the active participation of invested Master Guides in the Pathfinder Clubs.
- To ensure that all Master Guides are properly identified.
- To work in conjunction with the Pathfinder committees in each parish to ensure that there is no duplication of program and proper coordination of activities.
- To provide activities for the social and spiritual growth of the invested Master Guides.
- To perform any other duty as may be advised by the Youth Department of the Conference.

##### **ARTICLE 11 - Membership**

###### ***SECTION 1***

Membership in the Association shall be confined to invested Master Guides who are actively engaged in church activities.

###### ***SECTION 2***

Members must uphold the standards expressed in the verbal symbols of the Youth Department - *Aim, Motto, Pledge, Law.*

###### ***SECTION 3***

Each member of the Association must be fully appropriately uniformed.

###### ***SECTION 4***

The membership of any individual who refuses to comply with the above standards in Sections 2 and 3 may be rescinded at the discretion of the Executive Committee.

### **ARTICLE 111 - Association Meeting**

- Executive Meetings shall be held once per month at a time and place as may be arranged by the Executive Committee.
- General Meeting shall be held once per quarter.

### **ARTICLE 1V - Officer and their Duties**

#### *Section 1*

The officers of the Association shall be:

- Sponsor
- President
- Vice-President
- Secretary
- Asst. Secretary
- Treasurer
- Asst. Treasurer
- Chaplain
- Public Relations Officer (PRO)
- Parliamentarian
- Honours Coordinators
- Parish Coordinators
- Parish Pathfinder Secretaries

#### *Section 2*

The Sponsor of the Association shall be the Youth Ministries Director of the Conference. It shall be his/her duty to:

- (a) Preside at all duly called meetings to elect officers.
- (Give sanction to all programmes for execution through the association.
  - (Ensure that all activities and programmes of the Association are conducted in harmony with departmental and organizational guidelines and policies.
  - (Give guidance and direction to the Association as is deemed necessary.

#### *Section 3*

President - It shall be the duty of the President:-

- To preside over all meetings of the Association and of the Executive Committee.
- To enforce all rules of the Association.
- To see that all resolutions passed by the Association are effected.
- To call regular and extraordinary meetings of the Association.

- To labor in the general interest of the Association.
- To attend to any other duty as may be required for the smooth running of the Association.

#### *Section 4*

Vice- President - It shall be the duty of the Vice-President:-

To discharge the duties and exercise the powers of the president in the case of his absence or disability or when called upon by the president to act.

#### *Section 5*

Secretary - It shall be the duty of the Secretary:-

- To handle all correspondence of the Association
- To record the minutes of all transactions of the Executive Committee and General Meetings of the Association.
- To send a copy of all minutes to the Conference Youth Director.
- To keep and preserve all records and documents and to perform such other duties as pertaining to the said office.

#### *Section 6*

Asst. Secretary - It shall be the duty of the Asst. Secretary:-

To assume all the duties of the secretary in his/her absence and shall also give assistance as may be required by the secretary or as assigned by the Executive Committee.

#### *Section 7*

Treasurer - It shall be the duty of the Treasurer:-

- To have custody of all funds of the Association
- To collect all monies, giving proper credit for the same.
- To pay all regularly drawn vouches signed by the president and/or treasurer and/or such other individuals as may be authorized by the Executive Committee
- To present a report of the financial status of the Association at such times to be required by the Association.
- To ensure that an operational budget is always available as a guide to the income and expenditure of the Association.

#### *Section 8*

Assistant Treasurer - It shall be the duty of the Asst. Treasurer:-

To assume all the duties of the treasurer in his/her absence and shall also given assistance as may be required by the treasurer or as assigned by the Executive Committee.

#### *Section 9*

Chaplain - It shall be the duty of the Chaplain:-

- To be in charge of the religious activities of the Association.
- To lead out in or make provision for the devotional exercise of all duly called meetings.

*Section 10*

Public Relations Officer (PRO) - It shall be the duty of the Public Relations Officer (PRO):-

(a) To maintain contact with the Communication Director of the West Indies Union reporting news pertaining to the Association.

(b) To promote all meetings, etc. of the Association and to display material, posters, etc. in the churches that may be deemed necessary and practical in meeting these ends.

- To serve as a liaison between the Association and external entities.

*Section 11*

Parliamentarian - It shall be the duty of the Parliamentarian:-

- To see to the maintenance of parliamentary procedures during the meetings.
- To organize training sessions on parliamentary procedures.
- To see to the amendment of the constitution as may be deemed necessary by the Association.
- To see that appropriate measures are taken to impeach delinquent officers.

*Section 12*

Honours Coordinator - It shall be the duty of the Honours Coordinator:-

- To coordinate all aspects of honours preparation.
- To identify resource personnel for various honours.
- To be the chairperson for the committee of leading resource personnel in the various categories of Honours.
- To see to the creation of new Honours, following standard procedures.

## **ARTICLE V - Executive Committee**

*Section 1*

The Executive Committee shall consist of all the officers of the Association.

*Section 2*

The Executive Committee shall appointment any committee deemed necessary for the conduct of its routine business.

*Section 3*

The Executive Committee shall be empowered to fill any vacancies that may occur during the term of office.

*Section 4*

The Conference Youth Director shall be the general supervisor and sponsor.

*Section 5*

At all meetings of the Executive Committee, 40% of the committee members shall constitute a quorum.

*Section 6*

Emergency of Executive- A committee of five (5) members:

President or his/her designee

Secretary or his/her designee

Sponsor where possible

Two other Members

**ARTICLE VI - Election and Terms**

*Section 1*

The officers shall be elected for a term of two (2) calendar years by a majority vote of members present at the last Association Meeting of the year and the elected officers shall assume their responsibility on the first day of the following year.

*Section 2*

An officer shall not serve for more than two consecutive terms in the same office.

*Section 3*

The Nominating Committee consisting of a number of members to be decided on by the Association shall be named for the nomination of officers for the ensuing term. The Conference Youth Director or his nominee shall be the chairman of this committee.

**ARTICLE VII - Funds**

*Section 1*

The operating expenses of the Associations shall be met by

- Dues taken at the General Meeting of the Association - the amount will be decided on by the association based on recommendation from the Executive.
- Fund-raising activities

- Special Projects

## *Section 2*

- Bank accounts within the Association approved by the Executive Committee shall be operated by the Treasurer and/or the President and/or such other individuals as may be authorized by the Executive Committee who shall authorized the signatures to operate the accounts.
- The Sponsor of the Association must be a signatory on the account.

## **ARTICLE VIII - Procedures**

All matters of procedures not covered by the constitution shall be governed and controlled by a current edition of any book on parliamentary procedures accepted by the Executive committee.

## **ARTICLE IX - Amendments**

The constitution may be amended by three-fourth (3/4ths) vote of the members present at an association meeting, the proposed amendment having been approved by two-thirds (2/3rds) vote of the Executive Committee. All amendments must be presented in written form.